

REQUEST FOR PROPOSAL (RFP)

JUNEAU COUNTY HOUSING AUTHORITY IS LOOKING FOR TITLE SERVICES TO WORK WITH IN ADMINISTRATING CDBG FUNDS

Juneau County Housing Authority is soliciting proposals from Title Companies. We ask that proposals be submitted by mail to **Juneau County Housing Authority, 717 E. State Street, Mauston, WI 53948** or by email to **chr.cdbg@gmail.com**. Proposals must be submitted no later than **12:00 P.M. – October 18, 2023**.

Juneau County Housing Authority will evaluate the proposals and will select one to provide services for the Central Housing Region CDBG Program. The Region consists of the Counties of: Adams, Green Lake, Juneau, Marathon, Marquette, Portage, Waupaca, Waushara, and Wood.

The complete bid documentation is comprised of:

- 1) Bid proposal form
- 2) Copy of the Liability/Errors and Omissions Insurance of those parties involved in administration.

The bidders will be notified in writing about the bid results by Friday, October 20, 2023.

Scope of Work

The assessor is expected to conduct the following activities in support of this project:

1. Prepare letter reports in a timely manner.
2. Title reports are to include property information, mortgages, taxes, liens, and judgments.

Juneau County Housing Authority reserves the right to accept or reject any of all proposals and to issue a contract based on:

- 1) Level of service to be provided.
- 2) Level of experience in the field.
- 3) References.
- 4) Project and Administrative Costs.

Bid Proposal Form for Title Company

Company Name: _____

Address: _____

Phone Number: _____ Email: _____

Summary of services provided:

Area Served:

Turn Around time: _____

Range of cost: _____

References:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Please circle "Y" for Yes or "N" for No to the following questions.

Do you carry liability insurance? Y / N

Do you carry errors/omissions? Y / N

Willing to travel in Region? Y / N

Please return this form and return it to Juneau County Housing Authority **NO** later than 12:00pm
Wednesday October 18, 2023:

Juneau County Housing Authority

717 E. State Street

Mauston, WI 53948

chr.cdbg@gmail.com

Fax: 608-847-7309

Please Contact Liz at 608-847-7309 if you have any questions.

REQUEST FOR PROPOSAL (RFP)

BG & ASSOCIATES LLC IS LOOKING FOR ASBESTOS AND RISK ASSESSORS/COMPANIES TO WORK WITH IN ADMINSTRATING CDBG FUNDS

BG & Associates LLC is soliciting proposals from asbestos and risk assessors or asbestos and risk assessment companies. We ask that proposals be submitted to owner **Kaylin Gabrielson PO Box 10 Bear Creek WI 54922** or by email **kgabrielson1@gmail.com** Proposals must be submitted no later than **12:00 P.M. on October 18 2023.**

BG& Associates will evaluate the proposals and will select one to provide services for the CDBG Housing Program, statewide.

The complete bid documentation is comprised of:

- 1) Bid Proposal form.
- 2) Copy of the Liability/Errors and Omissions Insurance of those parties involved in administration.
- 3) Copy of credentials/ certificates and or licenses

The bidders will be notified in writing about the bid results by Thursday October 19, 2023.

Scope of Work

The assessor or is expected to conduct the following activities in support of this project:

- 1) Receive calls and or emails from assessors or BG & Associates
- 2) Make appointments with homeowners directly.
- 3) Perform risk and or asbestos activities on requested project.
- 4) Provide a report on findings from performed activities.
- 5) Report on activities, which is to include project billing.

BG & Associates reserves the right to accept or reject any of all proposals and to issue a contract based on:

- 1) Level of service to be provided.
- 2) Level of experience in the field
- 3) References.
- 4) Project and Administrative Costs.

Bid Proposal Form for Risk/ Asbestos Testing

Company Name: _____
Address: _____
Phone number: _____ Email: _____

Summary of services provided:

Area Served:

Turn Around time: _____
Range of cost: _____

References:

Name: _____	Phone: _____
Name: _____	Phone: _____
Name: _____	Phone: _____

Please circle "Y" for Yes or "N" for No to the following questions.

Do you carry liability insurance? Y / N

Do you carry errors/omissions? Y / N

Willing to travel statewide? Y / N

Please return this form and return it to BG & Associates **NO** later than 12:00pm on Wednesday October 18, 2023

BG & Associates

PO Box 10

Bear Creek, WI 54922

Kgabrielson1@gmail.com

Fax: 715-752-4595

Please Contact Kaytlin Gabrielson at 715-752-4620 if you have any questions.

REQUEST FOR PROPOSAL (RFP)

BG & ASSOCIATES LLC IS LOOKING FOR ASSESSORS TO WORK WITH IN ADMINISTRATING CDBG FUNDS

BG & Associates LLC is soliciting proposals from qualified assessors. We ask that proposals be submitted to owner **Kaylin Gabrielson PO Box 10 Bear Creek WI 54922** or by email **kgabrielson1@gmail.com** Proposals must be submitted no later than **12:00 P.M. on October 18 2023.**

BG & Associates will evaluate the proposals and will select one to provide services for the CDBG Housing Program, statewide. Pay is as follows:

- Initial \$325-375.00
- Interim \$200.00 (up to 2x)
- Final \$325-375.00
- Lead Clearance \$100.00

The complete bid documentation is comprised of:

- 1) Bid proposal form
- 2) Copy of the Liability/Errors and Omissions Insurance of those parties involved in administration.
- 3) Resume(s) and letters of recommendation

The bidders will be notified in writing about the bid results by Thursday October 19, 2023.

Scope of Work

The assessor or is expected to conduct the following activities in support of this project:

- 1) Conduct home assessments of owner-occupied and rental housing to determine the need for repairs and modifications and related specifications.
- 2) Conduct home inspections to determine the scope of lead-based paint surfaces that will impact the planned rehabilitation of the premises.
- 3) Conduct Interim assessments on the completion of the work(partial).
- 4) Conduct Final assessments on the completion of the project.
- 5) Conduct lead clearance at the completion of applicable project.
- 6) Make and receive phone calls and emails with homeowners/contractors/ BG & Associates staff.
- 7) Follow all requirements of both the Federal Fair Housing Act and the Fair Housing Ordinance of the homeowner's resident county.
- 8) Indemnify and hold BG & Associates harmless if it is determined that the assessor has failed to comply with applicable laws and regulations.
- 9) Maintain insurance and insurance limits as set forth by BG & Associates.
- 10) Report on activities, which is to include project billing.

BG & Associates reserves the right to accept or reject any of all proposals and to issue a contract based on:

- 1) Experience with the CDBG Program.
- 2) Level of service to be provided.
- 3) Level of experience in the field
- 4) References.
- 5) Project and Administrative Costs.

Bid Proposal Form for Assessor

Name: _____ Company Name: _____

Address: _____

Phone number: _____ Email: _____

Summary of capabilities: _____

Experience: _____

Certifications and Licenses: _____

References:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Please circle "Y" for Yes or "N" for No to the following questions.

Do you carry liability insurance? Y / N

Do you carry errors/omissions? Y / N

Do you have knowledge of Lead and asbestos? Y / N

Willing to travel statewide? Y / N

Please attach a copy of your resume to this form and return it to BG & Associates **NO** later than 12:00pm
Wednesday October 18, 2023.

PO Box 10

Bear Creek, WI 54922

Kgabrielson1@gmail.com

Fax: 715-752-4595

Please Contact Kaytlin Gabrielson at 715-752-4620 if you have any questions.